

**Date:** March 18, 2020

**Attendance:**

Katie Dawson

James Boldin

Jeffrey Anderson

Jessica Griggs

Christine Berry

Elizabeth Oldfather

Allison Wiedemeier

Kioh Kim

**Topics Covered:**

- **The Online Student Handbook:** Jessica created the Online Student Handbook and would like feedbacks on the topics included.
  - What is beneficial? Everyone agrees the handbook would be beneficial to students.
  - It is mentioned that it is confusing that the handbook mentions 8 weeks courses.
  - There is not a video walk through for the handbook.
  - It does contain information about Moodle.
  - Elizabeth suggests a help section of the handbook for where to go for additional student support. She wants to offer more help to online students in the future
- **ULM Online Orientation Course:** Katie has added a course on Moodle that is an orientation used for all online students. This is going to be made available to help on campus students' transition.
  - Are there any forums that need to be added?
  - There is concern from Christine they will not read the materials provided as students are in information overload currently.
  - Katie will put a survey at the end of the orientation to see if it has been helpful.
  - Katie adds a forum to the orientation for where to find tutoring.
- **Prior Learning Assessment:** Katie explains portfolio options for criminal justice and health studies career paths so they may demonstrate their competencies they have developed in their years of working. She discusses taking tests to be exempt from higher level classes and asks for perspectives in implementing this at ULM Online in other programs.
  - Jeffrey says this concept may not apply to history but could be applicable to other programs in the Humanities.
  - James inquired about a portal where this information may be found but Katie explains the advisor or recruiter explains the process to them.
- **EULM Sections:** ULM online students are paying for each hour they take and on campus students taking online classes are not paying tuition on them if they enroll in one in addition to their on campus courses. On campus students should not enroll in ULM Online courses. Exceptions may be made for extenuating circumstances.
  - Christine recommends a written policy. Katie will have policy for the next meeting.

- In Christine's department the request must come from the director, where in the other departments it comes from the advisor. It should be stated that this is department specific.
- Jeffrey explains a form they have to fill out to get it approved to take an online class and he shared the form.